

WorkBC Employment Services Job Posting Form

Job Title	Front Office Manager
Expires	1/7/2019
Area of Relevancy (check all that apply)	Sea to Sky
Company / Employer	Sandman Hotel & Suites Squamish
City of the Job (e.g., Surrey, Various Locations, Lower Mainland).	Squamish
Job Type	Full Time
Level / Salary Range	TBD
Date Job Posted	12/7/2018
Application Deadline	12/31/2018
Contact Name	N/A
Contact Phone Number	N/A
Contact Email	N/A
How to Apply	<p>Submission of resume does not guarantee an interview or an actual transfer. Qualified applicants are encouraged to apply, provided they meet the minimal requirements of the applicable skills required.</p> <p>**Applications will not be accepted via email or in person.</p> <p>**We thank all applicants for their interest in Career opportunities with The Sandman Hotel Group, however, only those applicants we wish to interview will receive a reply to their application.**</p> <p>**ABSOLUTELY NO PHONE CALLS PLEASE**</p> <p>Apply On: https://sandmanhotels.prevueaps.com/jobsearch/?unit=Squamish </p>

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<p>Job Description</p>	<p>We pride ourselves in achieving results in operating hotels from our ability to blend the superior science of hotel management with the art and professionalism of hospitality. Are you seeking a successful company to grow with? Do you have what it takes to grow with us? We are seeking a dynamic Front Office Manager to join our team. Our Managers understand the meaning of true Customer Service; they are professional, team-oriented, possess good work ethics and are extremely results driven.</p> <p>Skills:</p> <ul style="list-style-type: none"> - The ability to direct and control the activities of the Front Office, Reservations, Guest Activities, and to ensure adherence to the Sandman Hotels Group standards, policies and procedures. - The ability to ensure the qualified personnel are selected hired and trained in all areas of responsibility. - Must ensure that all personnel are kept well informed of department objectives and policies. - The ability to ensure the proper image is being maintained by All Team Members with respect to grooming and uniform standards. - The ability to support and participate in all hotel programs, policies and procedures with special emphasis on the orientation of new employees. - The ability to display fair treatment with respect to disciplinary action and provide supportive documentations. - The ability to prepare all necessary forecasts; to work closely with Reservations, Front Office and Sales to maximize occupancy, rate and revenue. Keeps all departments notified of any fluctuations in business levels, special guests, groups, etc. - The ability to establish and maintain close working relationships with all departments of the hotel to ensure maximum cooperation, productivity, morale and guest service. - The ability to develop relationships with clients, return guests, group contacts etc. to provide maximum personalized guest service. - The ability to make suggestions for improvements in overall operations with an emphasis on increasing guest satisfaction, revenues as well as reducing costs. - The ability to support Sandman Hotels, inns & Suites philosophy towards employee development, morale and institute programs to ensure the effectiveness and promotion of this philosophy within the Rooms Division. - The ability to monitor and analyze the payroll for Rooms Division
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<p>Desired Qualifications and Experience</p>	<p>APPLICABLE SKILLS:</p> <ul style="list-style-type: none">- Have previous hotel management experience, specifically in the Rooms Division Department.- Demonstrate supervisor skills; good judgment and common sense.- Computer literate with knowledge of a variety of computer software applications, including the Microsoft Office Suite.- Superior written and oral communication skills.- Excellent organizational and time management skills, with the ability to set priorities for self and others.
<p>Job Posted By</p>	<p>Avia Employment</p>